

**BY ORDER OF THE
BASE COMMANDER**



GF INSTRUCTION 24-101

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Transportation

FLIGHTLINE DRIVING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFMAN 24-306, *Manual for the Wheeled Vehicle Driver*, AFI 13-213, *Airfield Management*, and AFOSH 91-100, *Aircraft Flight Line/Ground Operations and Activities*. It establishes the general rules for the operation of vehicles and self-propelled equipment on the flight line, prescribes the criteria for the selection and training of flightline drivers and provides guidelines to enable agencies required to drive on the flight line to monitor the performance of their flight line drivers.

SUMMARY OF REVISIONS

Brings this Instruction into compliance with AFI 13-213 by providing for additional involvement by squadron commanders in flightline driver training and certification. Adds requirement to set parking brake or chock unattended vehicles parked on the flightline as required by AFOSH 91-100.

Chapter 1

INTRODUCTION

1.1. General.

1.1.1. Motor vehicles operating on the flightline are necessary for normal operations and maintenance. However, they present a distinct danger, both to aircraft and ground personnel. Carelessness, haste, and disregard for existing safety standards by flightline vehicle operators are the primary sources of aircraft/vehicle collisions and personnel injury. To reduce the exposure to this hazardous environment, vehicles/equipment may be operated on the flightline only in support of the following:

- 1.1.1.1. Flight operations and aircrew transportation.
- 1.1.1.2. Aircraft servicing and maintenance.
- 1.1.1.3. Airfield, Meteorological and NavAids (METNAV) maintenance.
- 1.1.1.4. Law enforcement and security.
- 1.1.1.5. Public affairs (i.e., airshows, sponsor groups, DVs).

NOTE: The ramps and taxiways shall not be used as vehicle thoroughfares. Operators must have specific business on the flightline.

1.1.2. Only operators and vehicles designated by the Chief of Airfield Management (CAM), as prescribed in this regulation and AFMAN 24-306, Manual for Wheeled Vehicle Driver, Chapter 25, shall be given access to the flightline. Flightline drivers must be carefully selected, specially trained, and thoroughly tested before being considered qualified to drive on the flightline.

1.1.3. Agencies required to operate vehicles on the flightline shall keep the number of "flightline authorized" drivers to the minimum. Drivers no longer needed for flightline operations shall have their flightline driving authorization withdrawn.

1.1.4. Civilian vehicle operation is prohibited on the flightline with the following exceptions:

1.1.4.1. Contractors working on the flightline displaying a "flight-line cap" which has been provided by the CAM.

1.1.4.2. Rental vehicles leased by the base or an individual TDY may be declared a government military vehicle. Base Operations will obtain the vehicle registration number, make, model, license plate number, duration of requested approval, and specific area of flightline operation. Base Operations will then issue a "flightline cap" to clearly identify the vehicle when operated on the flightline.

1.1.4.3. Special occasions, such as Open House and VIP arrivals when stanchions, signs, or posted Security Forces are used.

1.1.4.4. Personnel requiring a POV pass granting access to the flightline may be issued a vehicle pass, signed by the 319 OG/CC. Pre-requisites are:

- 1.1.4.4.1. Member must have a valid AF Form 483, Certificate of Competency, stamped for Grand Forks AFB.
- 1.1.4.4.2. Must notify Airfield Management personnel prior to driving on the flightline.

1.1.4.4.3. Must be in direct radio contact with the Control Tower prior to entering and/or crossing the runways or taxiways.

1.1.4.4.4. Flightline POV passes are not authorized during SIOP generations or exercises.

1.2. Terms Explained.

1.2.1. Flightline. This area includes the runway, overruns, taxiways, aircraft parking aprons, hangars, and associated maintenance/servicing areas where aircraft may be encountered (see [Attachment 1](#)).

1.2.2. Airport Movement Area. This area consists of the following:

1.2.2.1. The runway and overruns.

1.2.2.2. The shoulder between the runway/overrun and an imaginary line parallel to the edge of the runway, drawn through the runway distance remaining markers.

1.2.2.3. The first 150 feet of the taxiways leading from the runway.

1.2.3. ALPHA Ramp. The aircraft parking area located southwest of the south end of the runway (See [Attachment 1](#)).

1.2.4. BRAVO Ramp. The entire aircraft parking area west of Airfield Management (Building 528, see [Attachment 1](#)).

1.2.5. CHARLIE Ramp. The aircraft parking area west of Building 607, and the Three-Bay Hanger (See [Attachment 1](#)).

1.2.6. Helicopter Ramp. The helicopter parking area located northwest of Hanger 519.

1.2.7. Hammerhead. The semi-circular parking area appended to the north edge of the taxiway between the north end of the parallel taxiway and the runway.

1.2.8. Horseshoe Ramp. The primary parking is for aircraft with hazardous cargo located between north exit of CHARLIE Ramp and FOX taxiway.

1.2.9. Nose-Dock Ramp. The ramp that provides access to Hangers 600, 601, 602, 603, 605, and 613.

1.2.10. Entry Control Points (ECP). There are three ECPs located on the ALPHA ramp and two ECPs located on the CHARLIE ramp.

Chapter 2

RESPONSIBILITIES

2.1. General. The Chief of Airfield Management (CAM), is responsible for vehicle control procedures on the flightline and for the overall flightline drivers training program. The CAM, or designated representative, shall be responsible for training the unit Vehicle Control Officer/Vehicle Control NCO (VCO/VCNCO) in flightline driving. The unit VCO/VCNCO shall be responsible for training branch and section instructors and designated unit flightline instructors. The instructors shall be responsible for training individuals assigned duties requiring driving on the flightline.

2.2. Host Wing Commander/Support Group Commander.

2.2.1. Designates personnel and agencies to support the Flightline Driving Program.

2.2.2. Upon suspension/revocation of base driving privileges, the support group commander may authorize reinstatement of flightline driving privileges to perform critical mission essential duties.

2.3. Unit Commanders and Staff Agency Chiefs.

2.3.1. Certify personnel are qualified to drive on the flightline.

2.3.2. Ensure that VCOs/VCNCOs are carefully screened and selected.

2.3.3. Ensure that only the minimum number of personnel necessary for mission accomplishment are authorized to operate a vehicle on the flightline.

2.3.4. Through their VCO/VCNCO, conduct training for all personnel who must drive on the flightline.

2.3.5. Ensure that all vehicle operators have in their possession a valid state driver's license, registered with 319 TRNS/LGTO to drive a GMV, and an Air Force Form 483, **Certificate of Competency**, overstamped, "GFAFB Authorized Flightline" anytime they operate a vehicle in the flightline area.

2.3.6. Refer all contractors/vendors to 319 OSS/OSAA (Airfield Management), for temporary flightline driving privileges.

2.3.7. Notify the unit VCO/VCNCO and the Chief, Airfield Management upon suspension/revocation of a unit member's civilian driver's license or when the unit commander suspends/revokes the members flightline driving authorization.

2.3.8. Designate in writing a unit VCO/VCNCO and unit flightline instructors. The instructors will be responsible for training all flightline drivers. The following are established as minimum requirements for all VCOs/VCNCOs and instructors required to drive, monitor, or instruct driving on the flightline.

2.3.8.1. Be designated in writing by the squadron commander and a copy sent to 319 OSS/OSAA and registered with 319 TRNS/LGTO to drive GMV.

2.3.8.2. Have a valid state driver's license and Air Force Form 483, certifying authorization to drive on the local flightline.

2.3.8.3. Be familiar with local procedures and policies governing flightline vehicle operations, as well as AFI 13-213, *Airfield Management*; AFI 24-301, *Vehicle Operations*; AFI 13-203, *Air Traffic Control*; AFI 32-1042, *Standards for Marking Airfields*; AFMAN 24-306, *Manual for the Wheeled Vehicle Driver*; and this base instruction.

2.3.9. Ensure that unit VCO/VCNCOs received an initial flightline orientation tour by the 319 OSS/OSAA before assuming duties.

2.4. Chief, Airfield Management (CAM).

2.4.1. Prepares local guidance or directive, as necessary, covering program quality control.

2.4.2. Develops a local flightline driver's familiarization program and provides it to the unit VCO/VCNCO.

2.4.3. Provides the VCO and VCNCO with the information and procedures an individual needs to operate a vehicle on the flightline.

2.4.4. Trains applicable unit VCOs and VCNCOs on flightline driving requirements.

2.4.5. Monitors unit flightline driver training programs and procedures for effectiveness.

2.4.5.1. Reviews/inspects a different unit's flightline driving program(s) each quarter. Review should focus on program integrity, compliance, and support.

2.4.6. Develops procedures to control and identify POVs that are authorized access to the flightline.

2.4.7. Issues temporary flightline permits for POVs.

2.4.8. Maintains a record of all runway intrusions, actions taken, and results for the current and previous calendar year. All runway intrusions will be briefed and documented at the Airfield Operations Board.

2.5. Unit VCO/VCNCO.

2.5.1. Maintains and administers the unit's flightline driving training and orientation program. Trains all unit flightline driving instructors.

2.5.2. Provides control tower light gun signal recognition training, classroom training, practical flightline driving procedures (both day and night), a flightline driving test (check ride), and a flightline driving test (written). All results will be recorded on the Documentation of Flightline Driver Training Certification.

2.5.3. Ensures all flightline driving applicants have been properly screened for color blindness. Base hospital will certify this by stamping the certification letter. Fliers will be exempt from this requirement.

2.5.4. Ensures instructors provide flightline driving applicants with the specialized training as outlined in AFI 13-213 to include annual refresher training.

2.5.5. Ensures the trainee has a valid state or Government driver's license.

2.5.6. Ensures all personnel TDY to their unit know and understand GFAFB flightline driving procedures.

2.5.7. Maintains the unit's flightline authorized personnel lists, records, and associated form.

2.5.8. Ensure flightline vehicle drivers are in compliance with this regulation.

2.6. Chief of Security Forces.

2.6.1. Ensures all runway intrusions are immediately reported to the Airfield Management Flight Data Controller. The apprehending authority will escort the alleged violator to the Airfield Management Flight Data Controller for further disposition as soon as the situation permits.

2.7. Transportation Squadron Vehicle Maintenance Officer.

2.7.1. Responsible for ensuring proper official vehicle markings in accordance with the T.O. 36-1-3, *Painting and Marking of Air Force Vehicle*.

2.8. Individual Vehicle Operators.

2.8.1. Are responsible for complying with this regulation and coordinating with 319 ARW/CC, Public Affairs, Security Forces, and Airfield Management before entering any portion of the flightline with any guests (reference GFAFBI 31-101, *Base Security*).

2.8.2. All operators will have in their possession a valid state driver's license, be registered on base with the 319 TRANS/LGTO, and an Air Force Form 483, over stamped, "GFAFB Authorized Flightline" anytime they are operating a vehicle on the flightline.

2.8.3. All operators will ensure that their vehicle has been inspected and in proper working order before operating on the flightline.

2.9. 319 ARW Safety.

2.9.1. Coordinating with the airfield manager and VCO/VCNCO to ensure a proper flightline driving program has been developed.

2.9.2. Reviewing annually each unit's driver training program.

2.10. BASE HOSPITAL.

2.10.1. Responsible for conducting necessary physical testing or screening (e.g., for color blindness deficiency). Personnel operating vehicles on the airfield must be able to distinguish markings between various colored airfield marking and lighting and be able to respond to light gun signals directed at vehicles from the control tower. Report test findings to unit VCO/VCNCOs by stamping the certification letter. Practical tests in lieu of medical records review or testing will not be conducted.

2.11. Airfield Management.

2.11.1. Responsible for reviewing training documentation on flightline driving application for each new driver. They should ask questions pertaining to local flightline driving procedures and randomly administer a written flightline test. If they are satisfied the individual has been properly trained, they will endorse and stamp the AF Form 483 with "GFAFB Authorized Flightline."

Chapter 3

FLIGHTLINE DRIVING RULES

3.1. General. Government vehicles, specifically authorized privately owned vehicles (POVs), contractor vehicles, and bicycles (daylight hours only), may be operated on the flightline. All flightline drivers, except contractors, must have a current AF Form 483, over stamped with "GFAFB Authorized Flightline." 319 OSS/OSAA shall brief the contractors regarding flightline driving rules, authorized entry control points, and route(s) to be used on the flightline. The following rules apply to all vehicles and self-propelled equipment using the flightline.

3.1.1. Vehicles permitted to operate on the flightline are normally restricted to Aerospace Ground Equipment (AGE) and vehicles specifically designed or procured for the support of flying activities. All other vehicles may be driven on the flightline **ONLY** when absolutely mission essential and coordinated with Airfield Management.

3.1.2. Vehicles used on the flightline must have tower light gun signal decal posted in plain view while operating on any portion of the flightline. Contractor and leased vehicles are exempt from this requirement.

3.1.3. Drivers will use a point of entry closest to their destination on the flightline. Vehicles may enter the flightline through one of the following points.

3.1.3.1. ALPHA Ramp. Enter through:

3.1.3.1.1. Entry Control Point 1. At the end of Alert Avenue on the edge of the actual ramp area.

3.1.3.1.2. Entry Control Point 2. South east side of the taxi gap building.

3.1.3.1.3. Entry Control Point 3. On the front, west side of building 807.

3.1.3.1.4. Entry Control Point 4. At Inner perimeter road south of the vehicle entrapment area.

3.1.3.2. BRAVO Ramp. Enter through:

3.1.3.2.1. Between hangars 522 and 523, east side.

3.1.3.2.2. At the end of Steen Avenue between buildings 528 and 530.

3.1.3.2.3. At the end of 4th Avenue between buildings 523 and 527.

3.1.3.3. CHARLIE Ramp. Enter through:

3.1.3.3.1. Entry Control Point 1. Southeast side of CHARLIE Ramp by CHARLIE 24 parking spot.

3.1.3.3.2. Entry Control Point 2. Northeast side of CHARLIE Ramp by CHARLIE 13.

3.1.4. Vehicles must yield the right of way to all aircraft, weapon convoys, and emergency vehicles with warning lights flashing.

3.1.5. During the hours of darkness, vehicle headlights shining toward a moving aircraft shall be turned off immediately to prevent blinding of crew members or affect their night vision. Parking lights shall be left on to show the vehicle's position. Headlights must remain off until the aircraft is out of range.

3.1.6. Vehicles shall not be driven closer than 25 feet to any part of an aircraft unless engaged in loading, unloading, or servicing as directed by tech data. If the mission requires driving closer to the aircraft, a guide shall be posted at a position between the aircraft and the vehicle, next to the path the vehicle shall travel. The guide shall use hand signals to direct the driver. The "halt" signal (right hand straight forward, palm toward the driver) directs the driver to stop immediately. Wheel chocks shall be positioned between the vehicle and the aircraft, in a position to prevent the vehicle from striking the aircraft.

3.1.7. Motorized two-wheeled vehicles shall not be driven on the flightline.

3.1.8. Vehicles shall not be driven off paved surfaces. Exceptions: emergency vehicles responding to an emergency; other vehicles may drive off paved surfaces if mission essential or critical evasive actions must be performed to avoid confrontation with an aircraft. All vehicles driving back onto paved surfaces must check the tires for foreign objects.

3.1.9. Do not drive under any part of an aircraft.

3.1.10. Vehicles shall not be operated closer than 25 feet in front of, or 200 feet behind any aircraft whose engines are in operation or about to be started (reference AFMAN 24-306). The following is a list (not all inclusive) of cues which should alert individuals there is the possibility of the aircraft starting engines, has running engines, or may taxi:

WARNING: Areas behind aircraft can be extremely hazardous up to 1,000 feet. Exercise extreme caution when entering the area behind an aircraft.

3.1.10.1. Aircraft upper strobe light on.

3.1.10.2. Wing tip navigation lights on.

3.1.10.3. Maintenance personnel on headsets at the nose of the aircraft (especially if wearing an orange vest).

3.1.10.4. Aircraft marshaller in an orange vest in a position to block the aircraft out (head marshaller will be positioned across the ramp from the aircraft halfway between the center line and the far driving lane).

3.1.10.5. The sound of engines running.

3.1.11. Vehicles will not overtake and pass taxiing aircraft. If required, vehicles will make a 180-degree turn and exit the taxiway to provide a clear taxi path for an aircraft, maintaining at least a 25-foot wing tip clearance. Vehicles are not to be driven into the grass. Emergency vehicles with emergency lights responding to actual emergencies are exempt, however, they must maintain at least a 25-foot wingtip clearance.

3.2. Airport Movement Area Driving Rules. The tower issues, by radio or directional light signals, specific instructions which approve or disapprove the movement of vehicles, equipment, or personnel entering the Airport Movement Area. Vehicles must have two-way radio contact with the tower or be escorted by a radio equipped vehicle. The radio must be monitored continuously while the vehicle(s) are on the Airport Movement Area. Security Forces vehicles may establish and maintain radio contact with the tower through messages relayed by Law Enforcement Desk (LED). If tower radio contact is lost with vehicles or equipment on the Airport Movement Area, the tower shall flash the runway lights off and on as a signal for all vehicles, personnel, and equipment to exit the Airport Movement Area immediately.

3.3. Radio Discipline. Strict radio discipline and use of appropriate wording are essential to the safe and effective control of vehicles. Do not use "10 codes" when talking to the tower. Tell the tower your location and the purpose of your entry into the Airport Movement Area in plain language.

3.4. Runway Crossing During An Emergency. The procedure for crossing the runway during an emergency is the same as normal except that the driver should state the nature of the emergency. The driver must not enter the Airport Movement Area without tower approval since there could be other emergencies which may take precedence.

3.5. Speed Limits.

3.5.1. Aircraft towing: 5 mph (no faster than a person can walk).

3.5.2. Vehicles within 25 feet of any aircraft: 5 mph.

3.5.3. Special Purpose Vehicles:

3.5.3.1. Ramp Speed: 10 mph.

3.5.3.2. Taxiway Speed: 20 mph.

3.5.3.3. Runway Speed: 30 mph.

3.5.4. General Purpose Vehicles:

3.5.4.1. Ramp Speed: 15 mph.

3.5.4.2. Taxiway Speed: 30 mph.

3.5.4.3. Runway Speed: 45 mph.

3.5.5. The following may exceed the speed limits provided they drive with prudence so that personnel and property are not endangered:

3.5.5.1. Vehicles responding to an emergency.

3.5.5.2. Snow removal equipment while removing snow.

3.5.5.3. Follow-me vehicles meeting aircraft.

3.5.5.4. Airfield Management vehicle when performing braking tests or responding to an emergency.

3.5.5.5. Redball and Expedite vehicles **SHALL NOT** exceed the speed limit under any circumstances.

3.6. Right-of-Way Precedence.

3.6.1. Aircraft

3.6.2. Emergency vehicles

3.6.3. Towed aircraft

3.6.4. Snow removal vehicles

3.7. Taxiway Driving Rules.

3.7.1. Vehicles must yield before entering or crossing a taxiway.

3.7.2. Vehicles must be driven on the right side of the taxiway center line. Vehicles should not routinely be driven on the asphalt shoulder.

3.7.3. All vehicle operators shall remain alert for helicopter aircraft.

3.8. Ramp Driving Rules.

3.8.1. Vehicles comply with normal right-of-way rules and follow the marked driving lanes where available. On ramps not having marked driving lanes, vehicles must be driven on the right side of the aircraft taxi line. Vehicles must cross a ramp at a right angle to the center taxi line.

3.8.2. Vehicle traffic flow on ALPHA and CHARLIE ramps will be clockwise using vehicle traffic lanes.

3.9. Vehicle Parking.

3.9.1. Vehicles may not be parked within 25 feet of an aircraft unless mission essential, unloading, or servicing.

3.9.2. Under no circumstances shall vehicles be parked in such a manner as to present a hazard should they begin to roll. All unattended vehicles will be parked on the flightline so they will not interfere with aircraft being towed or taxied.

3.9.3. When mission essential support requires parking closer than 25 feet to an aircraft, a spotter must be posted. Hand signals must be used to guide the driver. Pre-positioned wheel chocks will be used to prevent vehicles from being backed into aircraft.

3.9.4. When the driver's seat is vacated, self-propelled vehicles parked on the flightline must:

3.9.4.1. Never block an aircraft.

3.9.4.2. Be unlocked with the ignition turned off and the keys left in the ignition.

NOTE: Emergency vehicles that must remain in operation are exempt from this requirement and may park with the engine running, parking brake set, transmission in "Neutral" or "Park", and rear drive wheels chocked when the driver's seat is not occupied.

3.9.4.3. Have the gear selector in "Park" for automatic, and "Reverse" for manual transmission and brakes will be set or chocks will be placed both in front of and behind one of the rear wheels. One chock will be placed between the tandem wheels of dual (tandem) axle vehicles. For vehicles with multiple collocated axles, one chock between the tandem wheels is sufficient.

3.9.5. All wheeled aerospace ground equipment will be braked or, if not equipped with brakes, chocks should be used.

3.9.6. When the ambient temperature is 32 degrees or less, the vehicle emergency parking brake will **NOT** be set when the vehicle is parked and the driver's seat is unattended. This will prevent the parking brake from freezing while in the park position. During other times of the year, the vehicle emergency brake will be set when the vehicle is parked and the driver's seat is unattended.

3.9.7. Emergency hazard flashing lights must be used on parked vehicles when visibility is poor or the vehicle is parked lit area.

3.9.8. Limited parking on the BRAVO Ramp is permitted for mission essential vehicles. All vehicles must coordinate with Airfield Management prior to parking.

3.10. Bicycles On The Flightline.

3.10.1. Bicycles may be used on the flightline between sunrise and sunset under the following conditions:

3.10.1.1. When parked, the bicycle must be secured to a heavy object such as a tool kit, recovery trailer, etc., but not to a fire extinguisher, AGE equipment, or an aircraft.

3.10.1.2. Bicycles may not be parked in the vehicle parking area.

3.10.1.3. Bicycles must comply with the vehicle flow plans.

3.11. Snow Removal Procedures.

3.11.1. Snow removal vehicles are authorized to operate at a speed in excess of the speed limit if it is necessary for snow removal operations resulting from a heavy snowfall. While in operation, snow removal vehicles must use flashing or rotating amber lights while removing snow.

3.11.2. The Runway Snow Removal Supervisor (Snow Lead) shall be responsible for all snow removal vehicles operating on the runway. Upon notification from the control tower to depart the runway, Snow Lead shall make two complete trips the full length of the runway. The first trip shall be to signal all the snow removal vehicles to exit the runway at the nearest taxiway and remain at that location. After reaching the opposite end of the runway, the supervisor shall make a second trip down the runway to ensure that all snow removal vehicles have cleared the runway.

3.11.3. If Snow Lead is not in the area or there is doubt about vehicles remaining on the runway, or decreased visibility, Airfield Management personnel shall perform a sweep of the runway when requested by the control tower.

3.11.4. The Snow Lead shall coordinate with the control tower for runway re-entry for all snow removal equipment. No operators of snow removal equipment shall enter the runway at anytime without first contacting Snow Lead.

3.12. RESTRICTED VISIBILITY OR NIGHT OPERATIONS.

3.12.1. When weather conditions are such that tower personnel cannot see the runway and vehicle clearance onto the runway is permitted, tower must request a runway check by Airfield Management prior to continuing takeoffs or landings.

3.12.2. Airfield Management shall perform a sweep of the runway. Once the runway is cleared, Airfield Management shall inform tower that the runway is clear of vehicles and operations can resume.

3.12.3. Flashing lights or parking lights will be used at night when vehicles are temporarily parked on any part of the aircraft parking ramp. This does not apply if vehicles are parked in a designated area.

3.12.4. When visibility is less than 300 feet, refueling and explosive loaded (laden) vehicles will not be operated unless directed by the wing or installation commander.

3.12.5. When visibility is less than 100 feet, PMVs and flight line vehicles (except emergency and alert vehicles) will not be operated on the flight line. Flashing lights will be used on all vehicles temporarily parked on the aircraft parking ramps during the periods of lowered visibility.

3.12.6. When visibility is less than 50 feet, it is recommended that a walking guide equipped with a flashing or luminescent wand be used during emergency movement of alert vehicles.

3.13. Flightline Driving Violations/Incidents.

3.13.1. All flightline violations/incidents shall be reported to the CAM immediately. The operator of the vehicle shall be directed to report to Airfield Management as soon as the situation permits.

3.13.2. Whenever a flightline driving incident occurs, the unit VCO/VCNCO will be notified as soon as possible. The incident, if deemed appropriate by CAM, will be reported to the commander of the appropriate unit, 319 ARW/SE, 319 SFS/SPOL, and 319 TRANS/LGTO for investigation. Serious violations, i.e., runway intrusions, vehicles impeding aircraft movement, will result in revocation of the individual's flightline driving privileges. The individual will enter remedial training with their squadron commander's approval and flightline driver's license will be reestablished only after CAM is satisfied the individual is competent for flightline driving.

Chapter 4

PROCEDURES

4.1. Orientation Rides/Certification.

4.1.1. The CAM or designated representative, shall administer orientation rides to unit VCO/VCNCOs.

4.1.2. Unit VCO/VCNCOs will administer orientation rides to section VCO/VCNCOs and designated unit instructors. This orientation will be documented and maintained in the unit Flightline Driving Records.

4.1.3. Night orientation rides will be administered to all vehicle operators who will be driving on the flightline. In all instances, an orientation ride shall be administered prior to flightline validation of the AF Form 483.

4.2. Prerequisites For Vehicle Operation On The Flightline.

4.2.1. Government Vehicles. The operator must possess a valid state driver's license, and an AF Form 483, which has been overstamped with "GFAFB Authorized Flightline" and signed by the Chief of Airfield Management or designated representative, and registered with 319 TRNS/LGTO to drive GMV.

4.2.2. TDY personnel operating a government vehicle or rental vehicles declared in accordance with paragraph 1.1.4.2. may drive on the flightline provided the driver has:

4.2.2.1. A valid state drivers license.

4.2.2.2. A valid AF Form 483, **Certificate of Competency**, issued the their home station.

4.2.2.3. Received a thorough briefing and familiarization ride from the VCO/VCNCO or flightline instructor of the unit visited and validated in the following manner:

4.2.2.3.1. Either before or following that individual's name on the travel orders will be written "flightline familiarization given on _____(Date).

4.2.2.3.2. Signature of the flightline instructor.

4.2.2.3.3. A copy of the validated travel orders must be in the visitor's possession at all times while operating a vehicle on the flightline. Personnel with recurring TDY at this base will be issued a certificate signifying initial orientation with date and instructor's signature. This certificate will substitute for validated travel orders.

4.2.2.4. Higher headquarters inspectors need not complete an orientation ride provided they have a valid AF Form 483 from their home base.

4.2.3. Civilian contractors must be thoroughly briefed on flightline operations prior to being granted driving privileges. Personnel will be briefed by Airfield Management. Permanently assigned contractors (grass cutters, etc.) must meet the same certification requirements as assigned military personnel.

4.3. Flightline Driver Records.

4.3.1. VCO/VCNCOs required to drive, monitor, or instruct driving on the flightline must establish and maintain a flightline driver records binder. As a minimum, the binder should include:

4.3.1.1. A copy of the Squadron Commander's letter appointing the VCO/VCNCO and flightline instructors.

4.3.1.2. Grand Forks AFB flightline driving training pamphlet.

4.3.1.3. This base instruction.

4.3.1.4. AFMAN 24-306 and AFOSH 91-100.

4.3.1.5. A completed Flightline Driver Training and Certification letter on each individual authorized to drive on the flightline. This will be maintained by the individual's organization.

Chapter 5

ENFORCEMENT

5.1. General. Effective enforcement requires that the unit commander and immediate supervisors carefully select and monitor their flightline drivers. Commanders, coordinating with the CAM, must take immediate action to curb deviations from flightline driving rules or the lack of proper caution on the flightline.

5.2. Supervisory Responsibility. Unit commanders, VCO/VCNCOs and flightline instructors must randomly observe their flightline drivers during daily activities. If a driver disregards driving procedures, commanders and/or the CAM must decide if the driver requires further training or if an on-the-spot counseling will correct the problem. Drivers requiring retraining must complete the entire flightline drivers course.

5.3. Security Forces' Responsibilities.

5.3.1. Security patrols will check for:

5.3.1.1. Vehicle operation in accordance with the published flightline drivers flow plan.

5.3.1.2. Speed limits maintained within the requirements for general/special purpose vehicles.

5.3.1.3. Unauthorized vehicles on the flightline.

5.3.2. Personnel entering the airport movement area without prior contact and approval by the Control Tower, will be escorted to Airfield Management by Security Forces.

5.3.2.1. Security Forces' vehicles must contact the tower through LED stating their request. LED must remain in continuous voice contact with the tower until the vehicle is off the Airport Movement Area.

5.4. Individual Responsibility. Anyone observing a flightline driving violation will immediately report it to Airfield Management giving the location, type of vehicle, and type of violation. Airfield Management will notify Law Enforcement Desk if aircraft security is threatened.

5.5. Flightline Driving Privileges Revocation. The CAM, Unit Commander, and Unit VCO/VCNCO have authority to revoke flightline driving privileges.

5.6. Penalties For Misuse Of Flightline Driving Privileges. The penalties for misuse of flightline driving privileges are to be determined by the CAM and Unit Commander. Action taken on all flightline vehicle operator offenses will be reviewed by the CAM.

JAMES A. HAWKINS, Brigadier General, USAF
Commander

Attachment 1

AIRFIELD LAYOUT

GRAND FORKS AFB
AIRFIELD DIAGRAM